

Civil Action No. _____

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for *(name of individual and title, if any)* Dr. Tarron J. Richardson - City Manager
was received by me on *(date)* 08/22/19 .

☐ I personally served the summons on the individual at *(place)* _____
_____ on *(date)* _____ ; or

☐ I left the summons at the individual's residence or usual place of abode with *(name)* _____
_____, a person of suitable age and discretion who resides there,
on *(date)* _____ , and mailed a copy to the individual's last known address; or

☒ I served the summons on *(name of individual)* His Executive Secretary Mrs. Terry Bentley , who is
designated by law to accept service of process on behalf of *(name of organization)* City Manager Office
605 Market St. City Hall, Charlottesville, VA on *(date)* 08/22/19 @1250 hrs; or

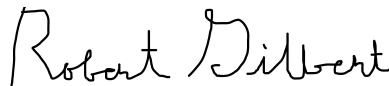
☐ I returned the summons unexecuted because _____ ; or

☐ Other *(specify)*: _____

My fees are \$ 0.34 per mile for travel and \$ \$30.00 for services, for a total of \$ 0.00 .

I declare under penalty of perjury that this information is true.

Date: 08/26/19



Server's signature

Rob Gilbert, Licensed Private Investigator
Virginia Dept of Criminal Justice Services #11-14944

Printed name and title

317 Moseby Ct. STE G, Manassas Park, VA 20111

Server's address

Additional information regarding attempted service, etc:

Mr. Bentley advised Dr. Richardson was out for the day and she would give to him the following day.